

# Meeting Minutes

## Monthly Status Reporting Revision Working Team

**DAY:** 9/27/2006  
**TIME:** 11:00am - Noon  
**LOCATION:** 3900 Conference Room 39A

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| <b>Meeting Called By:</b>  | Gaye Mays  |   |  |
| <b>Meeting Purpose:</b>  | Discuss Project Goals & Approach   |   |  |
| <b>Attendees:</b><br>(* attended by phone)<br>Note: Steve Tedder unable to attend this meeting | Gaye Mays – EPMO<br>Steve Tedder - EPMO<br>David Butts - Wildlife Resources Commission | Bob Giannuzzi - EPMO<br>Barbara Swartz – Strategic Initiatives<br>Richard McGee – EPMO/QA | Greg Jones – Crime Control<br>Lucy Cornelius – DHHS<br>Mannie Zech – yet to be confirmed |
| <b>Meeting Documents:</b>  | NA   |   |  |
| <b>Attachments:</b>  |  |   |  |
| <b>Next Meeting:</b>   | Wednesday 10/11 @ 11am<br>Call-in number 919-754 - 6675                                |   |  |

## Discussion Points

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| 1 | <p><b>Goals of status reporting project:</b><br/> The team agreed the goals are currently defined at a high level and need more detail. Documented below is a recap of the discussion:</p> <p><b><i>Make process easier &amp; eliminate duplicate work</i></b></p> <ul style="list-style-type: none"> <li>Agencies must keep separate financial records to capture project costs, most often in EXCEL and then enter into the PPM tool. Need the ability to capture information and automatically update the tool.</li> <li>PPM tool does not accommodate the conceptual phase of a project, thus when the project meets the criteria to be input into the tool, the level of detail required may be difficult to capture and the PM must complete a number of “catch up” status reports</li> <li>The “root cause” driving reporting difficulties stems from inconsistent processes across the enterprise (statewide) with gathering data required by the tool. Need a common set of rules, policies and guidelines to meet reporting needs. For example, how resource time and cost are captured for projects.</li> <li>Each individual needing to review a status report must have a license to do so</li> </ul> <p><b><i>Provide meaningful information in a timely manner</i></b></p> <ul style="list-style-type: none"> <li>PPM tool does not accommodate other development methodologies such as “Agile”</li> <li>Cannot see appropriate detail in current tool status report i.e. detail on issues and risks</li> <li>Tool should not allow user to change information considered protected i.e. the color of “jelly beans”</li> <li>Limited capacity for comments and ability to reference historical information</li> <li>Overall inflexibility of the tool</li> <li>Relating to timeliness – OSBM takes too long to approve/verify project funding</li> </ul> <p><b><i>Improve efficiency &amp; effectiveness of projects by identifying “root cause” of problems/issues</i></b><br/> Time did not allow detailed discussion of this item</p> |
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|   | <i>Note: Most of the items above are captured below in the key problems list. Our task as a team is to identify the “Top 10” issues/problems with the current reporting process.</i>  |
| 2 | <p><b>Key problems/issues identified with current process:</b></p> <ol style="list-style-type: none"> <li>1. Difficulties with using the PPM tool/overall inflexibility</li> <li>2. Tool should measure triple constraints (scope, cost, schedule) but currently does not measure these accurately</li> <li>3. We should be reviewing total budget dollars spent rather than expenditures by phase/should review if the agency has the funding to complete the project</li> <li>4. Project schedule measurement is “time consumption” rather than an “earned value” type metric</li> <li>5. Under utilization of resources is viewed as a negative</li> <li>6. Need to more clearly define milestones to make them more meaningful</li> <li>7. “Jelly Beans” should measure deviation from the plan</li> <li>8. Process is of no value to the PM except to meet EPMO/SCIO requirements; agency does not use this status reporting process to manage their projects</li> <li>9. Agencies must keep separate financial records to capture project costs and then enter into the PPM tool; need the ability to capture information and automatically update the tool.</li> <li>10. PPM tool does not accommodate the conceptual phase of a project, thus when the project meets the criteria to be input into the tool, the level of detail required may be difficult to capture and the PM must complete a number of “catch up” status reports</li> <li>11. Each individual needing to review a status report must have a license to do so</li> <li>12. PPM tool does not accommodate other development methodologies such as “Agile”</li> <li>13. Cannot see appropriate detail in current tool status report i.e. detail on issues and risks</li> <li>14. Tool should not allow user to change information considered protected i.e. the color of “jelly beans”</li> <li>15. Limited capacity for comments and ability to reference historical information</li> </ol> <p><i>Action item: Team members will review/update the above list and provide feedback to Gaye on their Top 10 by 10/6.</i></p> |
| 3 | <p><b>Project Approach:</b></p> <ul style="list-style-type: none"> <li>• Define audience for monthly status reports</li> <li>• Define elements that should be included in status reports</li> <li>• Define status codes (red, green, yellow, etc.)</li> <li>• Collect example reports already in use</li> </ul> <p>The team agreed on the above project approach. Gaye will provide example reports to the team found on the PMO Executive Council website.</p>   |
| 4 | <p><b>Other items:</b></p> <p>A general discussion took place regarding the reporting that each representative agency is doing today. Each agency currently completes weekly and monthly status reports. Weekly reports are generally more detailed and designed to meet the needs of the project team. Monthly reports are generally summary reports and designed for stakeholders/senior management.</p>  |

## Action Item Updates

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| 1 | Team – provide feedback and submit Top 10 issues/problems to Gaye by 10/6 |
| 2 | Gaye – send copy of PMO Executive Council document to team members        |
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| 4 |   |
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